Overview
This user guide shows how to search for SJSU training course sessions and how to enroll in a training session. There are four ways to search for a training course and session, by:

- Course Name
- Course Number
- Category
- Date

Table of Contents
Login to MySJSU ................................................................. 2
Search by Course Name .......................................................... 3
Search by Course Number ....................................................... 9
Search by Category ............................................................... 11
Search by Date ...................................................................... 13
Login to MySJSU

To login to MySJSU:

1. Navigate to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU SIGN IN button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, SJSU ID, date of birth and/or address for verification.
Search by Course Name

*The Main Menu displays.*

1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes.**

*The Enroll in Training Classes page displays.*

2. Click the **Search by Course Name** hyperlink.

*The Request Training Enrollment Course Search page displays.*

3. Enter the name of the course you wish to search for.

4. Click the **Search** button.

*Note: The search field is case sensitive.*
The Course Search Results page displays.

5. For information about the course, click the Course Detail button.

The Course Detail page displays.

Note: Use the back button on your browser to return to the search results.

(See Field Descriptions below.)
The Course Search Results display again.

6. To view the available sessions for a particular course, click the View Available Sessions hyperlink.

The Session Instructions page displays.

7. Click the hyperlink of the session you wish to enroll in.

(See Field Descriptions below.)

Field Description List: Session Instructions Page (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>The session number of the course.</td>
</tr>
<tr>
<td>Location</td>
<td>The location where the session will be conducted.</td>
</tr>
<tr>
<td>Start Time</td>
<td>The time the session will begin.</td>
</tr>
<tr>
<td>Duration (Hours)</td>
<td>The length of the session in hours.</td>
</tr>
<tr>
<td>Open Seats</td>
<td>The number of open seats for the session.</td>
</tr>
<tr>
<td>Waitlisted</td>
<td>The number of people who are waitlisted for a full session.</td>
</tr>
</tbody>
</table>
The Session Detail page displays.

8. If you wish to be enrolled in the session, click the Enroll button.

(See Field Descriptions, below.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>The numerical code and long title of the course.</td>
</tr>
<tr>
<td>Session</td>
<td>The number of the course session.</td>
</tr>
<tr>
<td>Start Date</td>
<td>The date the session will begin.</td>
</tr>
<tr>
<td>End Date</td>
<td>The date the session will end.</td>
</tr>
<tr>
<td>Duration (Hours)</td>
<td>The length of the session in hours.</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>The prerequisites for the course session.</td>
</tr>
</tbody>
</table>
An Enrollment Confirmation Displays.

This will be the only enrollment confirmation you will receive. Make note of the enrollment detail of the course and then click OK. This will bring you back to the page if you want to enroll in another training session.

The Enroll in Training Classes page displays.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes
Note: If you try to enroll in a session you are already enrolled in or a course you have already completed, a message will display that you are enrolled or that you have completed the course.

9. Navigate to your training summary of Enrolled, Completed or Dropped courses if it needs to be viewed: Self Service > Learning and Development > SJ-Training Summ./Drop Class.
Search by Course Number

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Course Number hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the Course Number of the course you wish to search for.

4. Click the Search button.  
   Note: The search field is case sensitive.
The Course Search Results page displays.

5. Follow the steps described in the Search by Course Name search.
1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes.**

---

**Search by Category**

The **Main Menu** displays.

2. Click the **Search by Category** hyperlink.

   *Note: There are 8 categories:*
   - AT
   - ATI
   - CMS
   - HR
   - HRMPP
   - HRWL
   - PROCUREMENT
   - UNKNOWN

---

**Enroll in Training Classes**

Search for and enroll in SJSU training classes.

- [Search by Course Name](#)
- [Search by Course Number](#)
- [Search by Category](#)
- [Search by Date](#)

[View Training Summary/Drop Classes](#)

---

**The Request Training Enrollment Course Search page displays.**

3. Enter the **Category** of the course you wish to search for.

4. Click the **Search** button.

   *Note: The search field is case sensitive.*
The Course Search Results page displays.

5. Follow the steps described in the Search by Course Name.
Search by Date

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Date hyperlink.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes

The Request Training Enrollment Course Search page displays.

3. Enter the Date of the course you wish to search for.

4. Click the Search button.
The Course Search Results page displays.

5. Follow the steps described in the Search by Course Name.